

26 August 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)  
THRU : Chief, Classification and Wage Division  
SUBJECT : Central Processing of Travelers  
REFERENCE : Organization and Methods Survey Report on Above Subject  
dated 7 July 1953.

**CONFIDENTIAL**

1. PROBLEM. The above referenced Survey Report provided, in paragraph 4d, for the establishment of the detailed Tables of Organization necessary to carry out the purpose of the Report. This staff study proposes to establish the T/O for the Passenger Movement Branch, Transportation Division, LO, and to transfer certain positions from PMB to the Central Processing Branch of the Personnel Office.
2. FACTS BEARING ON THE PROBLEM.
  - a. Basic facts concerning this problem are brought out in the above referenced Survey Report.
  - b. An additional fact to be considered is that the Personnel Office is revising its T/O, including the entire CPB.
3. DISCUSSION AND CONCLUSION.
  - a. The above referenced Survey Report established T/O limitations as follows:

	<u>From</u>	<u>To</u>	<u>Change</u>
Passenger Movement Branch	<div style="border: 1px solid black; width: 250px; height: 100px;"></div>		
Central Processing Branch, Travel Section			
Totals			

25X9

The proposed total T/O of ☐ is based on a rate of 1.2 cases per man day as determined by Organization and Methods Staff Study dated 6 February 1953.

25X9

- b. The proposed PMB T/O of 11 positions (Attachment A) is composed of six of the positions originally established to handle the movement of personal effects, the Chief and Assistant Chief of the Branch, and three of the clerical positions originally established to support the Chief and Assistant Chief.

25X1

25X1

**SECRET**

Approved For Release 2002/06/26 : CIA-RDP78-03985A000700030017-0

- c. Since, as stated in paragraph 2b above, a general revision of the Personnel Office T/O is in process it appears best to simply transfer to the CPB nine of the existing PMB positions, together with present incumbents, so that they can be considered as a part of the total T/O to be submitted in the near future. The positions to be transferred are shown in Attachment B.
- d. The four positions to be abolished are listed in Attachment C.
- e. A revised Statement of Functions has been prepared (Attachment D) for PMB to emphasize the Branch's technical responsibility in accordance with the referenced Survey Report.
4. RECOMMENDATIONS.
- a. It is recommended that the proposed T/O for the PMB, attachment A, be approved, subject to action by the Classification and Wage Division with respect to grades proposed.
- b. It is recommended that the positions listed in Attachment B be transferred from PMB to CPB and that incumbents of these positions also be transferred to CPB.
- c. It is recommended that the positions listed in Attachment C be abolished.
- d. It is recommended that the functions for PMB stated in Attachment D be approved.

4 Attachments

CONCURRENCES:

/S/ JAG.  
CHIEF OF LOGISTICS

Assistant Director/Personnel

Approved:

Acting Deputy Director (Administration) Approved For Release 2002/06/26 : CIA-RDP78-03985A000700030017-0

SIGNED

W. L. PEEL  
Management Officer

SEP 24 1953

Date

Date

11/1/54

[Redacted Signature]

*has been authorized  
4 approved by D P/A*

25X1A

**SECRET**

**CONFIDENTIAL**

TRANSMITTAL SLIP		
27 Aug. 1953 (Date)		
TO: Chief of Logistics		
BUILDING 1-40 Qts. Eye	ROOM NO. 1-40	
REMARKS: <i>Please return to Registers when signatures are complete.</i>		
FROM: Management Officer, O&M Service		
BUILDING Alcott Hall	ROOM NO. 205	EXTENSION
FORM NO. 36-8 SEP 1946		

16-65208-1 GPO